

## THE NAVAJO NATION

POSITION NO: 152536

CLOSING DATE: 07/20/2021 by 5pm

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: Office of the Controller / Purchasing Section / Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: BJ58A

WORK HOURS:	<u>8 AM - 5 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$	26,726.40	<u>PER ANNUM</u>
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SENSITIVE ☒ SEASONAL: ☐ DURATION: \$ 12.80 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐ DURATION: \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs clerical accounting and bookkeeping duties in the review and processing of various payment documents under the Navajo Nation Purchasing section.

Reviews Receiving Records and invoices for payment on contractual agreements; ensures expenses are allowable per agreement; verifies scope of work, specifications, and requirements; verifies funds availability, signature authorization approvals, and compliance to applicable laws and regulations; ensures completeness and accuracy of receiving records.

Works with Accounts Payable section on W-9 related issues and ensures appropriate vendor numbers are utilized in the Financial Management Information System (FMIS) when completing the receipt of services; researches and analyzes miscellaneous receiving report and payment information.

Attends meetings as requested; address daily emails and phone inquiries and/or questions to assist customers. Performs related work as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A High School diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the Navajo Nation Procurement Act, Procurement Rules and Regulations, OMB Uniform Guidance (2 CFR Part 200), Navajo Nation Purchase Card Policies and Navajo Nation Budget Instructions Manual.

Knowledge of public relations/customer service principles, practices, and techniques.

Skills in accurately and timely processing financial documents.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Ability to demonstrate tenacity and due diligence in following up on outstanding issues to ensure customer satisfaction.

Ability to utilize public relation techniques when responding to requests, inquiries, and complaints.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.